

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Graduate Trainee

LOCATION: 4th Floor, Renfrewshire House, Paisley, PA1 1AR (Hybrid)

POST ID: GRAD2026

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	Honours degree at 2:1 or above (achieved or anticipated) or a Post Graduate Degree	Evidence of continued personal development.	CV / Application Letter Assessment Centre Presentation & Final Interview
RELEVANT EXPERIENCE	Experience of applying commercial aptitude to a task. Experience of applying a range of behaviours that demonstrates ability to plan and organise work.	Work experience within a busy office environment	CV / Application Letter Assessment Centre Presentation & Final Interview
SPECIAL KNOWLEDGE & SKILLS	Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work or student environment Skilled in Microsoft Office applications.	Knowledge of applying e-technologies in a business environment	CV / Application Letter Assessment Centre Presentation & Final Interview
PERSONAL FEATURES/ QUALITIES	Excellent organisational, numeracy and communication skills		CV / Application Letter Assessment Centre Presentation & Final Interview
MANAGEMENT COMPETENCES	An understanding of the role of management and key responsibilities/processes	Demonstrable leadership abilities	CV / Application Letter Assessment Centre Presentation & Final Interview
CUSTOMER SERVICE EXPERIENCE	Committed to the provision and development of excellent customer service.		CV / Application Letter Assessment Centre Presentation & Final Interview